

SOCIETY OF CALIFORNIA ARCHIVISTS NEWSLETTER

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The Kids are Alright: Engaging Students in University Archives

On-campus work experience provides students with opportunities to earn practical experience and help pay for college expenses. But what if that job went beyond the typical part-time position and engaged students in a meaningful way?

In my current role as Assistant University Archivist at Stanford University, I have found that there is a way to fuse the needs of the department together with providing an enriching experience for undergraduate students and interns. We begin by giving each student several project options; when the collections they process speak to their personal and professional interests, students feel more connected to the projects. During their work, students not only build their public history skills by processing and making available materials from Stanford's past, they also have the chance to form a community with like-minded peers. This aspect of community-building has been especially important during a global pandemic when students have felt isolated due to the extended periods of

remote learning and social distancing they have experienced with each new coronavirus variant.

Last year, the Stanford Archives implemented two distinct student-centered work programs: the academic year Processing Assistant position that is sponsored by Federal Work-Study, and a focused, 12-week internship during the summer. With our updated processing procedures, in the 2021-2022 academic year our Federal Work-Study student employees with limited weekly hours helped describe and make accessible nearly 334 linear feet of archival collection materials related to their interests, despite professional staffing outages.

In summer 2021, 11 student interns sponsored by the Stanford Historical Society and the Centers for Equity, Community, and Leadership received substantive hands-on training in physical and digital archival work, community engagement initiatives, and oral history research. The following summer, the Stanford Archives had the privilege of

(Continued on page 2)

In This Issue

1

Feature

3

President's Message

5

Collections Spotlight

7

News and Announcements

12

Exclusives

17

SCA Business

19

Labor Notes

20

SCA Board and Committees

21

Calendar

collaborating with Stanford Libraries colleagues to host several East Palo Alto Academy high school students in the Access Services and Special Collections departments.

One student intern from the summer 2022 cohort, rising high school senior Melissa Gonzalez-Tapia, spent 20 hours a week helping sort, process, and describe an intriguing correspondence collection from Mark Mancall, Professor Emeritus and founder of the University's Structured Liberal Education Program. While working together, I learned more about Melissa and her thoughts on the project as we dove through piles of letters, both handwritten and typed, that detailed Mancall's personal and academic journey from the late 1950s through the 1970s.

Melissa was fascinated by the frequency and energy of Professor Mancall's correspondence, particularly "the time and effort he put into writing to his parents, friends, and keeping in touch with them almost every day." She shared that working with the handwritten letters and photographs from more than 70 years ago had been "a fascinating experience but also very incompatible with the way Generation Z members interact with each other. Seeing all of these letters from Professor Mancall has been amazing."

To Melissa, the content of the letters was similar to the type of information that might be contained today in a text message or a video call on social media platforms like TikTok, Instagram, Twitter, and Snapchat, and during the course of the project, she began thinking about what her own personal archive might look like for future generations. Students like Melissa bring fresh perspectives and enthusiasm to the Stanford Archives; as archivists, we play an important role in engaging new generations with historical materials while encouraging them to think about history in a more expansive way.

Student archivists are currently processing the papers of Marilyn Yalom, Senior Scholar at the

Clayman Institute for Gender Research; Paul A. David, Professor of Economics and Senior Fellow of the Institute for Economic Policy Research; and the records of campus centers including the Taube Center for Jewish Studies, the Center for Comparative Studies in Race and Ethnicity, El Centro Chicano y Latino, the Asian American Activities Center, and the Black Community Services Center.

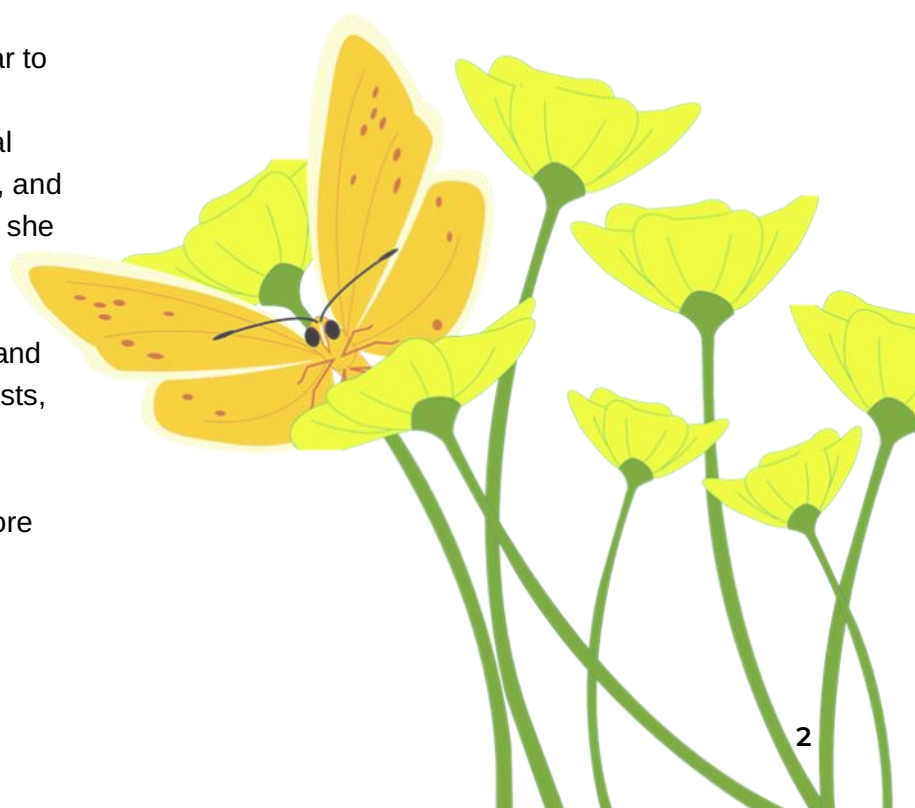
As our mission is to collect, make accessible, and preserve materials that are inclusive of the broad diversity of the Stanford community, we are excited about the possibilities and future successes for our work-study and internship programs. Future goals include working with campus community centers such as El Centro Chicano y Latino, the Asian American Activities Center, and the Black Community Services Center to train their student staff members in archival procedures so they are empowered to document and preserve their own local histories before sharing them with the Stanford Archives.

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PRESIDENT'S MESSAGE

Springtime in Sacramento anyone?

As you read this, you may be gearing up to attend SCA's 2023 Annual General Membership (AGM) meeting that will be held in our state's capital. The Program Committee worked diligently to build a well-rounded slate of speakers, sessions, tours, and, of course, social time. And thanks to the Education Committee, we can gain more in-depth preservation knowledge about one of our favorite analog mediums with the pre-AGM workshop, *Intro to VHS Transfers: Signal Flow from Analog to Digital with BAVC Media*.

I hope to see many of you out and about in "Sactown" as well as in Sheraton's conference spaces while we learn about uncovered "hidden histories," the State Archives, reparative descriptions, the long-running Sacramento Archives Crawl, and other topics. Your donations to this year's Speakers Fund also made it possible for SCA to award those deeply involved with community archives to attend the AGM. These fundraising efforts focused on assisting those underrepresented voices who often lack the financial support from their organizations to present at conferences. This is the first time such awards have been given, and we hope to continue these types of opportunities in the future.

The quickly approaching AGM also starts the winding down of my SCA presidency. For my final President's Message, I would like to acknowledge those who are also stepping down (but not disappearing!) and have contributed multiple years of productive SCA leadership. Most of these individuals started their terms as everyone went into lockdown. They had to shift through uncertainty combined with a surging, and then slowly waning, all-virtual world. Despite this, they collectively prevailed in finding new AGM sponsorship, implemented online platforms that kept us connected, finalized the SCA Code of Conduct, and made sure our elections went on without a hitch—to name a few accomplishments. Thank you, Jaime Henderson, Development Co-Chair; Marlayna Christensen, Elections Chair; Stefani L. Baldivia, Ethics & Inclusion Co-Chair; and Alex Post, Local Arrangements Co-Chair. I also look forward to reading the final report of the AGM Review Task Force led by Tanya Hollis and Teresa Mora.

In addition, much gratitude goes out to the SCA Board members who are also finishing up their term (but, again, not disappearing) — Alix Norton, Membership Director; Kate Dundon, Membership-At-Large; and Christine Kim, Secretary. Leilani Marshall, whose post I will be taking on in May as the Immediate Past-President, gets a special thanks for being my reliable and gracious go-to person while I learned the ropes.

Although I will be stepping down as President, as next year's "IPP," I am committed to continuing my work in developing the Western Archives Institute and a new group that involves a comprehensive member survey as a follow-up to SCA's 2011-2013 Strategic Planning Task Force.

Much exciting work lies ahead as new leaders (I'm looking at you Lisa Mix) take the helm. That said, I encourage members to take on leadership roles when they can. It offers great experience working with a high caliber team that gets things done.

Liza Posas
SCA President



The *Journal of Western Archives* is a peer-reviewed, open access journal sponsored by Western regional archival organizations. The journal focuses on contemporary issues and developments in the archival and curatorial fields, particularly as they affect Western archives and manuscript repositories.

Journal Contents

The *Journal of Western Archives* gives archivists, manuscript curators, and graduate students in the American West a place to publish on topics of particular interest and relevance to them. The journal features research articles, case studies, and review essays on regional topics. These include:

- Important Western regional issues in archives and manuscript repositories;
- Unique archival developments in the western United States;
- Technological innovations and their effect on archival theory and practice;
- The history and development of the archival and curatorial professions in the American West;
- Collaborative efforts and projects between various cultural institutions.

Contributing to the Journal

If you are interested in contributing to the journal or serving as a peer reviewer for journal content, please contact the managing editor at jwa.editor@gmail.com. Article submissions may also be made online at the journal website.

JWA

<http://digitalcommons.usu.edu/westernarchives/>

The Society of California Archivists, Inc.

The Society of California Archivists, Inc. exists to support and develop those who collect, care for, and provide access to the documentary heritage of California and adjoining areas. To this end it:

1. acts as a vehicle for dissemination of information about archival collections, issues, and methodology to the profession and the public;
2. provides a forum for the discussion of matters related to the creation, preservation, and use of historical documents;
3. develops, offers, and supports archival education programs;
4. cooperates with individuals and organizations on matters of common concern; and
5. advocates for the identification, collection, preservation, use, and appreciation of historical records and manuscripts.

The SCA Newsletter is published quarterly in January, April, July, and October. All submissions and advertisements for the newsletter should be directed to the Editors of the Newsletter:

Newsletter Editors
The Bancroft Library
University of California, Berkeley
Berkeley, California 94720-6000
Email(s): newsletter@calarchivists.org

Copy deadlines: November 25, February 25, May 25, and August 25.

Format for Submissions: Articles and other items submitted for consideration should be sent via e-mail attachment.

SCA Newsletter editors
Marissa Friedman, Sue Luftschein, Alison Quirion, Shaula Stephenson, and Sue Tyson

COLLECTIONS SPOTLIGHT

OUTWORDS Digital Archive Announces First Museum Exhibit

As new members of the Society of California Archivists, we'd like to introduce our archive and share news about an upcoming event.

The mission of The Outwords Archive (OUTWORDS) is to capture, preserve, and share the stories of LGBTQ+ elders, to build community, and catalyze social change. OUTWORDS was founded on the belief that these unique narratives are essential to preserve as a priceless record of an unprecedented American social change movement, and as an invaluable source of education and inspiration for current and future generations of change-makers.

OUTWORDS is committed to highlighting the full diversity of the LGBTQIA2S+ (lesbian, gay, bisexual, transgender, queer and questioning, intersex, asexual and ally, two-spirit, and more) community, including people of color, people living with disabilities, and other populations traditionally under-represented in queer historical archives, and historical archives in general.

Since our inception in Los Angeles in 2016, OUTWORDS has recorded nearly 300 interviews in 38 states. We partner with Flip to share our



Judy Abdo, February 6, 2023, Santa Monica, California.

stories with students and teachers around the globe; offer a wide range of webinars on timely LGBTQ+ topics and issues; and provide paid DEI consulting services to companies and organizations like Microsoft, Disney, AARP, and Everytown for Gun Safety.

Our first interview anthology, *The Book of Pride*, was published by HarperCollins in June 2019. That same month, OUTWORDS' proprietary digital archive and storytelling site was launched at

(Continued on page 6)

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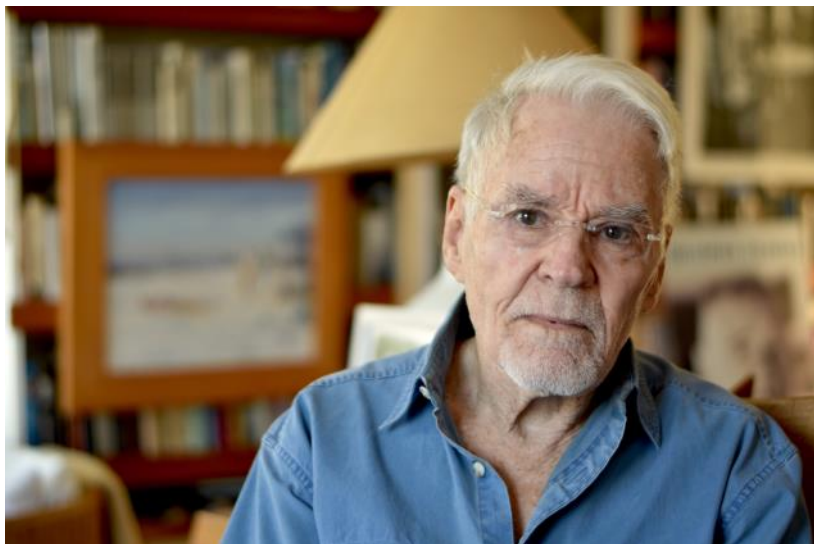
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<https://theoutwordsarchive.org>.

OUTWORDS believes in the power of community archiving, rooted in the vision that archives should be publicly accessible material created by the community, for the community, and with input from community members. OUTWORDS is committed to making all its collected assets available free of charge to the general public through as many different channels as possible—aware that even digital assets can be unequally and inequitably available in the modern world.



To that end, we are excited to announce our first exhibit in partnership with the Santa Monica History Museum, launching this June during Pride Month and scheduled to run for six months. The exhibit will explore the stories of queer elders in and around the Santa Monica Bay, including Judy Abdo, one of the first lesbian mayors in the country; Don Bachardy, painter and longtime partner of queer icon Christopher Isherwood; and Terri de la Peña, celebrated Chicana author and descendant of the earliest families of Santa Monica. Please join our mailing list for more details about our events at <https://theoutwordsarchive.org/subscribe>.

Mason Funk

Executive Director

The OUTWORDS Archive

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Top: Don Bachardy, February 6, 2023, Santa Monica, California. Bottom: Terri de la Peña, February 6, 2023, Santa Monica, California.

NEWS AND ANNOUNCEMENTS

Call for Participants: Rare Materials Catalogers Directory

The [Rare Materials Catalogers Directory](https://rbms.info/catalogersdirectory/) is an online listing of catalogers and metadata creators who work closely with rare materials.

Developed by the RBMS Bibliographic Standards Committee, the Directory is designed to connect anyone seeking guidance on intellectual access to rare materials with catalogers who have deep experience in the area.

Their entries can include information about experience with a specific form of material, age, region, or subject, as well as their institution's OCLC symbols and MARC organization codes.

Anyone with questions about the organization and description of rare materials, about topics like the transformation of metadata during digitization, or

about supplies and housing, is encouraged to visit the directory, browse the entries by category or name, and reach out to a friendly cataloger who has volunteered to share their knowledge.

Also, if you are involved in providing access to rare materials, we highly encourage you to become a part of the directory and fill out the form at: <https://rbms.info/catalogersdirectory/>. The directory is open to all metadata workers with rare materials experience, not just RBMS members.

Martha M. Lawler, MLS
Director, James Smith Noel Collection
Louisiana State University Shreveport
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NEDCC's "Ready — Or Not" Cultural Heritage Disaster Preparedness

Northeast Document Conservation Center's (NEDCC) ["Ready — Or Not" Cultural Heritage Disaster Preparedness](#) project is a three-year initiative funded by the State of California to assess emergency preparedness at California organizations that care for cultural and historic resources (e.g., archives, libraries, museums, and tribal nations). The team consists of Lead Consultant Hillary Ellis; Outreach & Travel Coordinator Celeste Knight; and Consultants Jason Partida, Victoria Wong, Caroline Whyler, Mario Gallardo and Özge Gençay-Üstün. Emergency Preparedness Consultants conduct free on-site visits for participating organizations and deliver a summary report that documents the organization's current state of emergency preparedness. The report includes recommendations to guide the organization through a process of identifying and mitigating risks, taking emergency preparedness actions, and completing a disaster response plan.

The consultants are available by email and telephone to answer questions and give advice as organizations work through the recommendations to write their disaster plans. Consultants also follow up to monitor and encourage each organization's progress on completing its disaster plan.

Having taken these steps, each organization is better prepared to protect its unique collections in the face of a range of emergencies such as wildfire, earthquake, flood or mudslide, pipe break, extended power outage, pest infestation, terrorism, unexpected closure, and public health emergency. This ensures that California's cultural heritage is preserved into the future, and preparedness actions demonstrate commitment to preservation and can be used to support applications for grants and other funding that strengthen collections care and emergency preparedness.

California cultural heritage organizations can schedule a free consultation for an emergency preparedness assessment with "Ready — Or Not" at CAready@nedcc.org or by phone at 855-501-3020. Follow [#ReadyOrNotCA](#) to see what organizations the team has visited and project updates.

Celeste Knight

"Ready — Or Not" Cultural Heritage Disaster Preparedness Project

NEDCC

CAready@nedcc.org

Digital Revolution Completes Digitization Projects for B.A.R.T. and Chapman University

Digital Revolution of San Francisco recently completed digitization projects for Bay Area Rapid Transit (B.A.R.T.) and Chapman University.

The B.A.R.T. media collection contained 37,662 feet of 16mm film; 135 U-matic ¾-inch; 157 Betacam, BetacamSP and Digital Betacam; and 12 reel-to-reel 1-inch video tapes. B.A.R.T. footage included clips of President Johnson announcing plans for the transit system and President Nixon riding the new rail system on opening day.

The Chapman University media preservation project included 261 reel-to-reel ¼-inch audio tapes and 4,650 feet of 8mm film.

Both film projects were scanned in 2K resolution.

Paul Grippaldi

CEO

Digital Revolution

www.digitalrevolution.tv

Grand Opening: Special Collections and University Archives, CSU Stanislaus

California State University, Stanislaus, is pleased to announce its Grand Opening and Ribbon Cutting Ceremony for [Special Collections and University Archives](#) (SCUA). The event will be held on Wednesday, May 3 from 1:30-3:00 p.m. Following a two-year renovation and transformation of the third floor of the [University's Vasché Library](#), this event will showcase and celebrate services and resources dedicated to access, preservation, digitization, education, and exhibition of the University's rare historical collections and archives. These one-of-a-kind treasures consist of a rich repository of the historical memory of "Cal State Stanislaus," as well as manuscript collections, historic book and periodical collections, and antique regional and statewide California maps.

Speakers: Esteemed speakers will include Ellen Junn, President, California State University, Stanislaus; Ron Rodriguez, Dean of Library Services; Jennifer Helzer, Professor of Geography; Salvatore Salerno, President of the Stanislaus Audubon Society, and Librarians Margarita Zamora Saunders and Mary Weppler-Van Diver.

Exhibition: Several collections will be on display during the event, including 19th-century ornithological prints of the birds of the Pacific Slope, 19th-century volumes of John Muir's *Picturesque California*, and several documents and artifacts from the University's Archives. Also on display will be two rare books that once belonged to former United States Presidents, including a book once owned by Abraham Lincoln.

Explore: During the event you can explore the special collections reading room, digitization lab, and restoration room, all of which were added during the Library's 2019-2021 renovation. Join us for an afternoon of historical treasures and an opportunity to learn about the University's rich history as well as the history of the region and beyond!

RSVP to attend this event by emailing Mary Weppler-Van Diver at mweppler@csustan.edu. RSVP by April 15, 2023.





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Letterform Archive Expands its Online Archive with Bauhaus School Publications

Letterform Archive announces a significant update to its Online Archive with the digitization of fourteen Bauhaus books and three years of Bauhaus magazines. The publications are now available online as free resources to anyone in the world. This is the first time these publications will be available in full, using digitization techniques that result in high-fidelity imagery and text that can be read on screen.

The book series, *Bauhausbücher*, was published by Bauhaus founder Walter Gropius and professor László Moholy-Nagy and served to condense and deliver Bauhaus ideas to a wide audience. Fourteen volumes were issued between 1925 and 1930, all of which are now available on the Online Archive.

Bauhaus magazine, the school's other major publication, was printed quarterly and kept readers up to date on happenings at the school, contemporary design criticism, as well as cutting-edge industrial design products. It is known as a rich primary source for understanding the Bauhaus during its most prolific years and was in publication for four years. Eleven issues are now available on the Online Archive.

Founded in 1919 by German architect Walter Gropius, the Bauhaus school embraced the tools of mass production in the creation of radical new art. To communicate the school's vision in print, Bauhaus graphic design had a bold utilitarian look with sans-serif typefaces, asymmetrical layouts, experimental alphabets, and photomontage. The Bauhaus's iconic style has inspired generations of designers and the school's lasting significant impact on modern visual culture is still obvious today.

Letterform Archive's Online Archive first launched amidst the COVID-19 pandemic in 2020 with the goal to provide global access to the Archive's collection of graphic design and typography artifacts. All Online Archive images are digitized using high-fidelity photography, as well as raking light, sensitive staging, and high-resolution files to produce true-to-

life imagery that captures the small details of each object. The Online Archive currently holds over 21,000 images of nearly 3,000 items.

"We're excited to share these treasures from the Archive's Bauhaus collection with our global community," says Executive Director Rob Saunders. "This drop is significant because it's the first time these publications are being made openly available in this format. Our objects are never scanned for digital preservation. The goal is to bring the Archive experience into people's homes by using high-tech digitization processes to make our online collections' imaging complex, three-dimensional, and as lifelike as possible. We want to really give folks a sense of what it would be like to view the objects up close, in person."

View Bauhaus publications on Letterform Archive's Online Archive at <http://lettarc.org/bauhaus-publications/>.

About Letterform Archive

Based in San Francisco, Letterform Archive is a nonprofit center for inspiration, education, and community. It preserves important artifacts in the history of letterforms and graphic design, and it strives to actively share them with the public. Since it opened to visitors in 2015, the collection has grown in size through the generosity of donors, and now includes over 100,000 items related to the letter arts. The Archive serves a global community through social media, publications, and the Online Archive, and offers a full-year postgraduate certificate program in type design as well as public workshops in calligraphy, lettering, and typography. Additionally, the Archive curates local and international exhibitions, organizes lectures, and hosts salons to showcase collections. Learn more at letterformarchive.org.

Katie Peeler

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Call for Participants—Southern California LGBTQ+ Collections

ONE Archives at the University of Southern California (USC) Libraries and LA as Subject are pleased to announce the kickoff of "Hidden Histories: Discovering Los Angeles' LGBTQ+ Collections." Supported by a generous grant from the California State Library, Hidden Histories is a project to locate and increase the visibility of archives and historical collections containing LGBTQ+ related materials and promote collaboration between memory institutions and the LGBTQ+ community.

The project aims to spotlight archives that hold LGBTQ+ materials that may have been overlooked because they are not easily findable or because the LGBTQ+ connections might not be obvious, especially during historical periods when more coded language was frequently used. Examples have included correspondence between two servicemen expressing their affection for one another, materials from a local restaurant or bar that was also a popular hangout for LGBTQ+ people, and pen pal lists with some carefully-worded ads to

indicate preferences for same-sex connections. Through this project, we hope to bring previously untold stories to the surface and highlight the diversity of LGBTQ+ experiences.

Our project team is working to create a centralized resource for researchers and community members to promote discovery and encourage collaboration. A digital exhibit highlighting materials from these collections and other resources will be created using the Scalar platform for digital scholarship.

Anyone with materials related to LGBTQ+ people, events, and issues in Southern California is encouraged to contribute. Participants from all types of institutions are welcomed. If you are interested in participating or have questions about the project, please contact Beth McDonald at bethmcd@usc.edu.

Beth McDonald

*ONE Archives at the USC Libraries
University of Southern California
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EXCLUSIVES

Digitizing 90,000+ Political Posters from Around the World

How does a small, independent archive make its collections widely available? What does an archive do when they are forced to close their doors due to a pandemic? How can research requests be addressed without risking the health and safety of staff?

These questions plagued the Center for the Study of Political Graphics (CSPG) in March 2020. Due to the pandemic, the offsite digitization vendor that supported CSPG for more than a decade

permanently closed, in-person researchers were unable to visit, and exhibition programs were moved online.

Based in Culver City, CSPG houses over 90,000+ domestic and international human rights and protest posters, dating from the 19th century to the present. Since its founding in 1989, CSPG has been recording the history of

(Continued on page 13)

activism, protest, and worldwide struggle for justice by collecting and exhibiting political posters.

The past few years of political and economic uncertainty reinforced CSPG's need to digitally preserve the collection and make it accessible to virtual audiences. The Executive Director and Archives Director envisioned transforming the current website into a more enhanced, customized viewing platform that enables full access to our collection through digital "folders"—almost as if visiting in person. This update will also include the ability to magnify details on the items without compromising the intellectual property rights of the artists.

CSPG was inspired to develop an in-house digitization studio by [UCLA's International Digital Ephemera Project](#) and Lincoln Cushing's "[Docs Populi](#)" ([Documents for the Public](#)) [digitization project](#), which included shooting 24,000 posters for the [All of Us or None poster collection at the Oakland Museum of California \(OMCA\)](#). Cushing also designed and built a 47-inch x 32-inch vacuum table for CSPG. John Kiffe, Lead Photographer for the Getty Research Institute, advised CSPG on the equipment needed and generously guided us in the setup and implementation. With their help, we were able to begin developing an in-house digitization studio in early 2021.

CSPG purchased Broncolor studio lights and flash remote, a Macbook Pro, an Eizo calibrated monitor, a Fujifilm GFX 100S camera with 45mm lens, a license for CaptureOne photography software, and a powerful central vacuum for the vacuum table to flatten curled posters. Purchases



Assistant Archivist, Samantha Ceja (left), and Project Archivist, Lisa Kahn (right), digitizing posters about racism at the Center for the Study of Political Graphics.

were supported by individual donors and grants from the National Endowment for the Humanities, California Humanities Foundation, Returning Home Foundation, Mike Kelley Foundation for the Arts, Getty Foundation, Los Angeles Breakfast Club, and California Community Foundation. By the end of 2021, we were finally able to move from development to large-scale implementation of digitization.

With this funding boost, CSPG was also able to hire a Project Archivist in September 2021, and later an Assistant Archivist in March 2022. In addition to these positions, CSPG's devoted volunteers and interns have all put their efforts into pushing this project forward.

In the first 30 years of its existence, CSPG digitized 10% of its collection in various formats, the largest being 300 DPI at 11-inches x 17-inches. Since January 2022, CSPG has digitized over 30% of the collection as 300 DPI same-size

(Continued on page 14)

TIFFs according to the [Federal Agencies Digital Guidelines Initiative \(FADGI\)](#) guideline practices, and aims to have another 30% done by the end of 2023. Files this large and numerous come with their own digital preservation challenges. CSPG is not using commercial cloud-based storage due to security, ethical, and financial concerns. Instead, we are currently utilizing the 3-2-1 method of digital preservation using three different sets of 10 TB hard drives. We keep one set off site, and rotate and update it with another every week.

The project as a whole was originally estimated to take five years, but this timeline may be affected by anticipated challenges. From 1989 to July 2022, CSPG received rent-free space for offices and collections storage. Due to building ownership changes, we are now paying rent and considering moving to a more affordable space. If

we are evicted before we find a new space, we will need to move the collections into temporary storage. We are therefore putting all of our energies into digitizing, allowing staff to perform post-processing tasks remotely if necessary. We have gone beyond even our own expectations, however. With continued support, movements for social change around the world will be able to access their own histories within the next few years, just by visiting our website.

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Flood Response at SLAC Archives, History, and Records Office

Founded in 1962, [SLAC National Accelerator Laboratory](#) is a United States Department of Energy multiprogram laboratory operated by Stanford University. The [Archives, History & Records Office](#), established in 1989, has primary responsibility for ensuring the Laboratory's organizational and scientific history are preserved and made accessible to the SLAC and Stanford communities, researchers, and the public. Our collections stored onsite include documents; photographic prints, negatives, and slides; motion picture films; microfilm; maps; oversized material; and artifacts.

Last Christmas Eve, the Archives' combined office and storage rooms, located in a basement, experienced flooding from torrential rains. Water sensors (see Figure 1) installed along the entryway alerted Facilities & Operations and the building manager, who had been familiarized with the Archives area last March. In coordination with our support staff, we quickly assessed the situation. Standard recovery measures, including use of a sump pump placed near the outer entry and deployment of the Archives disaster recovery kit supplies, were inadequate to address the magnitude of the flooding—the water intrusion inside the building was an unprecedented event in our 34-year history. Despite limited staff availability during the holiday closure and competing site priorities, a heavy-duty pump truck was deployed,



Figure 2. Priority collections identified with red flags constructed from reflective tape.

and excess water was removed in less than two hours from the initial alert. Up-to-date recovery plans, including the identification of priority collections (see Figure 2), and a contract with a disaster recovery vendor were in place but did not need to be activated.

Post-assessment and cleanup were completed within two days, in compliance with our established disaster recovery procedures. No standing water was found in the driveway, hallway, or room nearest the entry. Slightly damp floormats in the hallway and offices were dried. Custodial staff used a wet/dry vacuum to remove a puddle in the center aisle of the main office. No damage was observed, except for that sustained by a handful of empty recycled boxes that were tucked behind a table. Relative humidity readings were within the specified range.

Follow-up actions included reviewing existing disaster plans and best practices as well as taking stock of our disaster kit inventory. We updated job safety procedures to cover lifting and removing water-soaked materials and to document in writing



Figure 1. Rope and puck water sensors.

(Continued on page 16)



Figure 3. Spill containment berm used to divert water from driveway to basement.

the practice of placing power strips off the floor. We also purchased new supplies (flood barriers), and printed checklists for faster response in the future (and in case of electrical outage).

Active planning over previous years enabled staff preparedness and protection of collections. Water sensors installed this year were critical for responding to the flood. The Archives had encountered obstacles since our initial sensor procurement attempts in 2017, but persisted through purchase, installation and the final stage of testing last May. An effective communication chain and prior familiarization with the area by support staff facilitated the successful response. A 2018 loss prevention survey conducted by the Fire Marshall served as a basis for an area risk assessment and recommended actions. As a result of the survey, a water diverter had been installed at the head of the driveway leading to the only basement door (Figure 3). Additional preparations,

in particular, elevating archival material off the floor, prevented any collection loss. Finally, team discussion and reporting reinforced readiness and served as a reminder to consider personal safety first—to exercise caution even if the risk seems low. We hope that sharing this experience might help others with disaster preparedness and response.

Resources:

- National Archives and Records Administration (NARA) Records Emergencies <https://www.archives.gov/preservation/records-emergency/prepare>
- American Library Association Disaster Preparedness & Response Libguide <https://libguides.ala.org/disaster/>

Dorothy Leung

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SCA BUSINESS

Annual General Meeting (AGM)

We are looking forward to gathering in person again at the Annual General Meeting (AGM), April 6-8 at the Sheraton Grand Sacramento Hotel. The AGM is an opportunity to reconnect with familiar colleagues and meet new ones, to learn from each other, and to experience the many delights that Sacramento has to offer! The Local Arrangements and Program Committees have been hard at work, resulting in a meeting that we hope has something for everyone.

Pre-conference activities on Thursday, April 6 feature a workshop, *Intro to VHS Transfers: Signal Flow from Analog to Digital with BAVC Media* (kudos to the Education Committee for arranging this), and six tours, including the California State Archives, Old Sacramento Underground, and more! Then, the festivities kick off with our opening reception on Thursday evening at the historic Elks Tower.

The theme of this year's program is "History by the People." On Friday and Saturday, 14 sessions and eight posters will provide the opportunity to

learn about community archive projects, reparative description, labor issues, digitization, a Q&A session with the State Archivist, and more. On Friday, William Bauer, Director of American Indian & Indigenous Studies at the University of Nevada, Las Vegas, will present the opening plenary address, "We Are the Land: California Indians and the Making of California, the United States and the World." At the Saturday Awards Luncheon, Lorena Márquez, Project Director of Sacramento Movimiento Chicano and Mexican American Education Oral History Project, will present "Power to la Gente/the People: History Making and the Role of the Archive."

We hope to see many of you very soon in our beautiful state capital.

Lisa Mix
Chair, SCA AGM 2023 Program Committee
Vice President / President-elect
Society of California Archivists
vicepresident@calarchivists.org

UCLA Student Chapter Kicks Off the Year with a Tour of the Autry

On Tuesday, January 31, the Society of California Archivists – UCLA (SCA-UCLA) Student Chapter kicked off the new year with a tour of the Library and Archives at the Autry Museum of the American West. The Head of Archives and Research Services and current SCA Board President, Liza Posas, led the two-hour tour. A mix of first-year and second-year MLIS student members of the chapter received an in-depth look at the Center's state-of-the-art storage facilities and vast holdings, which feature wax cylinders, VHS tapes, periodicals, and other ephemera related to the American West. Library Collections Assistant Katlynn Friedman and Library Page Rick Ceballos – a second-year MLIS student and SCA-UCLA co-

vice president – hand-selected materials for the group to look at in the Center's reading room. Cheryl Miller, head of library metadata and discovery services, also helped answer questions and provide insights. Everything from correspondence between local Los Angeles leaders and federal government officials, to event posters from the International Gay Rodeo Association, to rare wax cylinders from the turn of the century, were displayed across two reading tables for the group to peruse. The tour proved to be a jumping-off point for many in the group to think more critically about the relationships that archival institutions build with the communities

(Continued on page 18)

they serve. After the tour, first-year student Jeanelle Wan said, “The ways that the Autry works with indigenous communities to include them in the archives also made me think about how other communities could also be brought into the archives as well.”

We are so excited that our first event of the year was a success and extend our biggest thanks to the Autry’s staff for hosting us. The SCA-UCLA Student Chapter is excited to tour more archives in the Los

Angeles area in the future and continue to make connections with professionals in the field. Upcoming plans include touring the William Andrews Clark Library led by one of our chapter members, R.M. Waldorf, and attending SCA’s annual conference this April.

Alyssa Davis
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Introducing: The New SCA Handbook Website

The SCA Handbook is now available in a website format! Please visit: <https://calarchivists.github.io/sca-handbook/>.

The SCA Handbook is maintained by SCA members serving in leadership roles, including the SCA Board as well as SCA Committee Chairs. Intended to be a collaborative resource, the SCA Handbook is a practical tool outlining the major duties of the officers, Board of Directors, and committees. It also provides an up-to-date reference on SCA’s structure, aims, policies, and procedures.



The updated SCA Handbook presentation format represents more than a visual transformation. A major driver and goal included supporting an updated workflow that would enable those in SCA leadership roles to dynamically document organization and committee decisions by proposing revisions directly to the SCA Handbook, and then navigating a streamlined review and approval process. The legacy format was maintained in a Word document, and involved uploading PDF exports to the SCA website. As the document was

maintained locally, only the SCA Secretary was able to revise the Handbook.

The SCA Handbook site utilizes the GitHub Pages framework, leveraging GitHub's suite of tools to support a collaborative proposal and review process. With this transition to GitHub, the underlying workflow to maintain the SCA Handbook has also evolved, so that SCA members serving in leadership roles may propose revisions, review drafts, and approve updates for publication.

Some key highlights of moving to GitHub include:

- Ability for SCA members in leadership roles to propose revisions
- Ability for the SCA Board to review proposed revisions through a streamlined review and approval process
- Ability to publish revisions dynamically upon approval
- Transparent revision history and record Handbook updates

The SCA Board is currently in process of introducing the SCA Committee Chairs to the new GitHub workflows.

Please feel free to reach out if you have any questions.

Christine Kim, California Digital Library
SCA Secretary, 2021-2023
secretary@calarchivists.org

LABOR NOTES

SCA Labor, Advocacy, and Public Policy Committee Hosting Interactive Session at AGM

The Labor, Advocacy and Public Policy Committee of the Society of California Archivists (SCA) is hosting an interactive session at the SCA AGM in Sacramento this year. Our focus will be on reviewing the work done so far by committee members in drafting a preliminary set of Fair Labor Principles for adoption by SCA.

Our committee was inspired by the incredible work done by the 2019-2021 SCA Labor Issues Task Force, and in particular by the recommendations of the task force. In their final report (available [online](#)), the task force recommended the adoption of Fair Labor Principles, and provided initial examples, for example: considering the costs of sustainability in collection management and staffing decisions; advocating for and providing benefits and professional development support to contingent workers comparable to that available to permanent workers; reflecting on the ways in which power and authority are attributed differently to different kinds of archival workers; examining how racial and economic justice are connected to the use of unpaid labor in archives; and more.

Based on this initial recommendation, members of the Labor, Advocacy, and Public Policy Committee have been hard at work brainstorming and putting together a set of Fair Labor Principles that reflects the values, priorities, and advocacy of SCA and its members. Now we want to hear from you! If you are able, please join the “Preserving the Profession: Advocating for Archivists through Fair Labor Principles” AGM session on Saturday April 8 at 8:30 a.m. We will briefly review what the committee has done so far and then open up the floor to small- and large-group discussion so that we can generate

feedback and conversation around labor advocacy.

If you aren't able to join us, stay tuned for future virtual opportunities to review and provide feedback on the Fair Labor Principles as we progress with the work. All are welcome to contact the committee with questions, concerns, and ideas. We want this document to reflect the needs and perspectives of our community, and so we are eager to hear from you!

To conclude, the committee would also like to draw your attention to a significant report published earlier this year by Ithaka S+R, [A*CENSUS II Archives Administrators Survey findings](#). This report followed upon the earlier [A*CENSUS II All Archivists Survey Report](#) published in August 2022. For a [summary](#) of some of the key findings from the Administrators Survey, please visit the SAA site. Many of the findings are relevant to labor and advocacy issues in the field, touching on issues such as administrator perceptions of burnout among staff, staffing shortages and the impact of the pandemic on staffing levels, underrepresentation of BIPOC workers among archival administrators, and more.

Contact us!

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CALENDAR

SPEAKER EVENTS:

California History Speaker Series

California State Library

- **Threads of the HMong Diaspora, with Pachia Lucy Vang**
Wednesday, May 17, 6:00pm, via Zoom
- **Book talk, *Comrade Sisters: Women of the Black Panther Party*, with Ericka Huggins, Stephen Shames, and M. Gayle “Asali” Dickson, moderated by Susan D. Anderson**
Friday, June 9, 4:00pm, via Zoom

WORKSHOPS AND TRAINING:

NEDCC Webinar - How to Host a Community Scanning Day

April 11, 12:30-1:30 pm Eastern

[Register for this free webinar by April 9](#)

NEDCC Webinar - Writing Grants for Audio Preservation and Reformatting

May 2, 12:30-1:30 pm Eastern

[Register for this free webinar by April 30](#)

NEDCC training program schedule posted through September 2023: <https://www.nedcc.org/pt>

EXHIBITIONS:

Helen Cammock: I Will Keep My Soul

Open through August 5, 2023

Art + Practice in collaboration with the California African American Museum

Sam McDonald: A Stanford Pioneer

Open through August 2023 (in-person)

Available online indefinitely

Medical History Center, Lane Medical Library, Stanford University

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c/o California State Archives
1020 “O” Street
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